



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES
SENIOR PERSONNEL SPECIALIST**


Final File Date: October 14, 2011
Bulletin Release Date: September 23, 2011
WRITTEN TEST DATE: November 5, 2011
PROMOTIONAL ONLY



KY36 -1317 0H145

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health and the California Department of Health Care Services.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health or California Department of Health Care Services and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
HOW TO APPLY	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/jobs/stateapp.htm. Applications may be filed in person or by mail with:</p> <p align="center">CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 324-0286 SELECTION AND CERTIFICATION UNIT In Person: 1501 CAPITOL AVENUE, SUITE 1501 By Mail: MS 1700-1702 P.O. BOX 997378 SACRAMENTO, CA 95899-7378</p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by October 14, 2011 , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
SPECIAL TESTING INFORMATION	If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.
WRITTEN TEST DATE	November 5, 2011. It is the candidate's responsibility to contact the California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.
IDENTIFICATION REQUIREMENT	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE(S)	\$3,658 - \$4,446 per month.
EMPLOYEE BENEFITS	<p>In addition to the salary above the California Department of Public Health and the California Department of Health Care Services offer benefits in the following areas:</p> <ul style="list-style-type: none"> ● Health, Dental, and Vision ● Cash Benefit Programs ● Disability Insurance ● Work, Home, and Family ● Beneficiary and Survivor Benefits ● Awards ● Retirement and Separation Benefits ● Flexible Schedules

	 Public Transit Reimbursement (limits apply) A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm
POSITION DESCRIPTION	<p>This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.</p> <p>Positions exist with the California Department of Public Health and the California Department of Health Care Services in Sacramento.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by October 14, 2011, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p>NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p>Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.
GENERAL QUALIFICATIONS	In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with automated systems.
EXAMINATION INFORMATION	<p>The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.</p> <p>The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.</p>
WRITTEN TEST SCOPE	<p>In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Current office methods, procedures, equipment, and basic math principles as they relate to personnel/payroll matters. 2. Departmental, State, and Federal laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments. 3. Personnel procedures to ensure that personnel actions are in compliance with departmental procedures and policies, as well as State and Federal laws and regulations as enforced by the Department of Personnel Administration, State Controller's Office, and State Personnel Board. <p>Skill to:</p> <ol style="list-style-type: none"> 1. Effectively interpret and explain policies, procedures, laws, rules, and regulations to departmental employees, control agencies, and other State agencies. 2. Effectively use tact and diplomacy when dealing with the needs, problems, and concerns of a

	<p>variety of individuals including departmental employees, staff from other State agencies, and personnel from control agencies.</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Multitask to effectively manage workload and to comply with departmental, State, and Federal laws, rules, regulations, policies, and guidelines. 2. Effectively apply laws, rules, regulations, and provisions to ensure consistency, conformity, and compliance with departmental, State, and Federal laws, rules, regulations, policies, and guidelines. 3. Think logically in order to take appropriate action. 4. Effectively gather data to draw appropriate conclusions and make decisions when completing work assignments and projects. 5. Independently interpret and use reference materials and sources. 6. Effectively give and follow directions in order to complete work assignments and projects. 7. Effectively design and prepare tables, spreadsheets, and charts to provide information or data on personnel/payroll matters. 8. Effectively consult with supervisors on alternative actions and personnel transaction situations. 9. Effectively communicate with others to exchange and relay information. 10. Effectively operate a personal computer in order to create reports, correspondence, spreadsheets, and other job related materials and documents. 11. Effectively establish and maintain working relationships with departmental employees, control agencies, and State agencies. 12. Organize and prioritize work to effectively manage workload. 13. Effectively secure the confidentiality of personnel/payroll documents. 14. Effectively coordinate a variety of personnel/payroll matters to ensure compliance with laws, regulations, and policies, and provide quality service. 15. Professionally represent the department in interdepartmental teams. 16. Effectively research and analyze various personnel/payroll matters to recommend effective and appropriate courses of action. 17. Advise employees of their rights. 18. Maintain personnel records to ensure that information is current.
ELIGIBLE LIST INFORMATION	<p>Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire <u>12 months</u> after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.</p>
VETERANS PREFERENCE	Veterans preference credits are not granted in promotional examinations.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922 Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>